



Dedicated Offices

The complete office package:

- Professionally fitted **office** (average size 3m x 3m) including:
 - Office furniture
 - One programmable telephone handset
 - Access to broadband internet
 - Air-conditioning (individually programmable)
 - Cleaning service
- **Reception** service (meet & greet, mail management)
- **Security:**
 - 24 x 7 access via PIN
 - Secure back-to-base alarm
 - Use of vault for storage
- Use of the **boardroom** for 2 hours per week
- Kitchen and entertaining facilities (tea and coffee supplied).
- External **signage** displayed. (Prepared at a one-off cost of \$100)
- Internal **signage** displayed. (Prepared at a one-off cost of \$55)

\$280.00 per week
(6 month term or longer)

or

\$298.00 per week
for casual term
(1 month minimum)

Optional Extras

- | | |
|--|--|
| <input type="checkbox"/> Each additional person in Suite (includes additional phone handset and extension number, broadband access, general facilities and catering) | \$36.00 per person per week |
| <input type="checkbox"/> Phone set up (one-off cost) | \$60.00 per number |
| <input type="checkbox"/> Phone Line Rental charge answering and internal transfer | \$49 per number per month |
| <input type="checkbox"/> Phone usage charges | As per bill (10% mark up on Telstra Business Line Rates) |
| <input type="checkbox"/> Fax set up (one-off cost) | \$60.00 per number |
| <input type="checkbox"/> Fax Line Rental (for inbound and outbound faxing) | \$25.00 per month |
| <input type="checkbox"/> Fax usage charges | As per bill (10% mark up on Telstra Business Line Rates) |
| <input type="checkbox"/> Fax to Email service (for inbound faxing only, limit 100 faxes per month) | \$16 per month |
| <input type="checkbox"/> External message transfer services | \$1.20 per message transferred |
| <input type="checkbox"/> Virtual Private Network (VPN) set up | \$30 per month |
| <input type="checkbox"/> Broadband Internet access
Network access
Managed antivirus
Network account | \$60 per month |



Packages and Pricing

Virtual Office

LOCAL BASE option:

- **Mail** collection and distribution
- PO Box and local street address

The following Link Virtual Office Solutions all give you:

- Your own **phone** number
- Personalised phone answering with **customized** greeting
- **Local Base** services

OCCASSIONAL option:

All the above plus:

- **10 calls** per month

PROFESSIONAL option:

All the above plus:

- Voicemail, remotely accessible for out of hours messages
- **100 calls** per month

PROFESSIONAL option with COMPLETE CALL HANDLING:

Professional Option plus:

- **Intimate business knowledge** allowing for complete handling of calls (used for diary management, handling sales calls, providing website support, handling general enquiries)
- **Multiple Message Destinations** - Messages emailed to different email addresses based on the nature of the call

ENTERPRISE option:

Professional Option plus:

- **300 calls** per month

ENTERPRISE option with COMPLETE CALL HANDLING:

Enterprise Option plus:

- Intimate business knowledge ■ Multiple Message Destinations

CORPORATE 500 option:

Enterprise Option plus:

- **500 calls** per month

CORPORATE 500 option with COMPLETE CALL HANDLING:

Corporate Option plus:

- Intimate business knowledge ■ Multiple Message Destinations

CORPORATE 1000 option:

Corporate Option plus:

- **1000 calls** per month

CORPORATE 1000 option with COMPLETE CALL HANDLING:

Corporate Option plus:

- Intimate business knowledge ■ Multiple Message Destinations

CORPORATE 1500 option:

Corporate Option plus:

- **1500 calls** per month

CORPORATE 1500 option with COMPLETE CALL HANDLING:

Corporate Option plus:

- Intimate business knowledge ■ Multiple Message Destinations

\$ 20.00 per week

\$ 26.00 per week

\$ 40.50 per week

\$ 68 per week

\$110.00 per week

\$205.00 per week

\$168.00 per week

\$336.00 per week

\$315.00 per week

\$470.00 per week

\$470.00 per week

\$710.00 per week

Please call for further price packages



Virtual Office Optional Extras

- Casual Room Hire: Board Room / Meeting Room \$19.00 per hour
- External message transfer services \$1.20 per message transferred
- Excess Calls above allocated quota \$3.90 per call (10 to 100)
\$3.05 per call (100 to 300)
\$2.65 per call (above 300)

'Hot' Office

Office use as and when you need it:

- Allocated **office** on half day or full day basis
- Bookings made as necessary or on a regular basis
- On-site **storage** of personal effects
- One month minimum term

Tip: Combine with Virtual office service if phone and mail services are required

20 hours per month
\$305.00 per month

40 hours per month
\$508.00 per month

80 hours per month
\$812.00 per month

120 hours per month
\$967 per month

Professional Secretarial Services

- Diary Management \$43.30 per hour
- Correspondence \$14.60 per page
- Faxing \$0.50 Local
\$1.35 STD
\$2.70 International
\$0.35 incoming
- Printing \$0.13 per A4 page (B&W)
\$1.23 per A4 page (colour)
\$0.26 per A3 page (B&W)
\$2.46 per A3 page (colour)
- Photocopying \$0.13 per A4 page (B&W)
\$1.23 per A4 page (colour)
\$0.26 per A3 page (B&W)
\$2.46 per A3 page (colour)
- Document scanning and scan to email \$0.18 per page plus
charges as per printing if
reproducing
- Word Processing / Data Entry \$43.30 per hour
- Dictaphone typing \$43.30 per hour
- Compiling reports \$43.30 per hour

Business Support Services

- Database Management and mailouts \$43.30 per hour
- Computerised Account Keeping (MYOB) \$43.30 per hour
- Telemarketing \$43.30 per hour